

DELAWARE TRANSIT CORPORATION

POSTING NO. 040-2013

POSITION VACANCY POSTING

DATE OF POSTING January 10, 2013

CLOSING DATE January 17, 2013

METHOD OF APPLICATION: **COVER LETTER/RESUME**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **January 17, 2013**. COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 065 JOB CODE #: 098

POSITION TITLE Accountant II/Payroll/Benefits

PAY GRADE 12 PAY RATE _____ PAY RANGE \$17.304615-\$23.072820
MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent County DEPARTMENT Finance
SECTION All Sections

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

The Accountant II-Payroll/Benefits is responsible for all payroll functions, including bi-weekly preparation of the payroll; payment of federal, state, and city payroll taxes; verification of payroll deductions; administration of year-end reports, tracing and disbursement of payroll deductions, calculations for retro pay and final settlements; tracking operator hours for pension calculation; leave accrual adjustments; and entering garnishments and union dues. The incumbent is also responsible for administration of contractual pay increases and payouts and fringe benefit accounting for employee moving and automobile expenses.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER
SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in accounting.
(Applicant must detail all experience in accounting).
2. Experience in preparing payroll for a large organization.
(Applicant must detail all experience in preparing payroll for a large organization).
3. Experience in preparing payments of federal, state, and city payroll taxes; payroll deductions and related payroll functions.
(Applicant must detail all experience in preparing payments of federal, state, and city payroll taxes; payroll deductions and related payroll functions).
4. Knowledge of General Accepted Accounting Principles (GAAP) and State and Federal regulations.
(Applicant must detail all experience in performing accounting functions with a clear understanding of Generally Accepted Accounting Principles (GAAP) and State and Federal regulations).

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Submission must specifically address the skills referenced in each Preferred Qualification."

Req. # 701569